

<b>MINUTES OF PROCEEDINGS AT A MEETING OF THE</b>
<b>CORK EDUCATION AND TRAINING BOARD</b>
<b>CORK TRAINING CENTRE, ROSSA AVENUE</b>
<b>20<sup>TH</sup> SEPTEMBER 2018</b>

<b>ATTENDANCE</b>
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<i>Cllr. Kay Dawson</i>	<i>Mr. Rob Bateman</i>
<i>Cllr. Christopher O’Sullivan</i>	<i>Mr. Ger Looney</i>
<i>Cllr. Gillian Coughlan</i>	<i>Mr. Declan O’Leary</i>
<i>Cllr. Chris O’Leary</i>	<i>Mr. Denis Kirby</i>
<i>Ms. Maura Fitzgibbon</i>	<i>Ms. Pearl Nolan</i>
<i>Ms. Louise Sheehan</i>	

<b>EXECUTIVE &amp; ADMINISTRATIVE STAFF</b>
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<i>Mr. Ted Owens, CE</i>	<i>Ms. Suzanne Mullins, Director, OSD</i>
<i>Mr. John Fitzgibbons, Director, FET</i>	<i>Ms. Sheila Quill, Director, OSD</i>
<i>Mr. Pat McKelvey, Director, Schools</i>	<i>Ms. Clare Creedon (Minute Taker)</i>

<b>WELCOME</b>
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The CE advised that apologies were received from both the Chair and Vice-Chair so the Board would need to nominate an Acting Chair for today’s meeting. It was agreed that Mr. Declan O’Leary would be Acting Chair, proposed by Denis Kirby, seconded by Maura Fitzgibbon.

<b>APOLOGIES</b>
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- Apologies for inability to attend the meeting were received from Board Members, Cllr. Eoghan Jeffers, Cllr. Mary Hegarty, Cllr. Patrick Gerard Murphy, Cllr. Kevin Conway, Cllr. Pdraig O’Sullivan, Cllr. Mary Shields, Mr. Paudie Palmer, Ms. Mary O’Grady.

<b>CONDOLENCES</b>
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- To Teresa O’Sullivan, AEO, Cork ETB, and family on the death of her mother.
- To Aidan Keane, teacher in Coachford College, on the death of his mother.
- To the family of Tim Looney, former Education Officer in Co. Cork VEC, on his death.
- To Áine Howard, staff member in Cork Training Centre, and family, on the death of her mother.

<b>RESERVED ITEMS</b>
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The CE advised that both the Chairman of the Audit and Finance Committees were present at today’s meeting to address the members with regards to the Financial Governance and Reporting in ETBs – The Financial Management Maturity Model from the C&AG and offer their recommendations to the Board. Sheila Quill advised members that five ETBs were conducting the assessment which is to be completed and returned by 5<sup>th</sup> October 2018. She advised that it is a two-step process. The first is that the Audit Committee will determine the

desired level and then present this to the Board. The Executive will then determine what levels CETB are at. The C&AG will then visit Head Office to interview members of the Executive, Senior Management, other staff in schools and Board members, as well as members of the Audit and Finance Committee.

Tim Healy advised members that there has been a strong emphasis on the independency of this exercise. He noted that public sector organisations should be aspiring to Level 3 in the assessment. He noted that there are some issues with regards to the structure of the model in that some aspects do not relate to the public service.

The first theme that was considered was Financial Governance and Leadership

<b>Question</b>	<b>Level (1 – Inadequate, 2 – Basic, 3 – Adequate, 4 – Professional, 5 – Leading Edge)</b>
What emphasis do the Board and Executive team place on their own responsibility and on a culture of collective responsibility for financial matters	4
How do the systems of internal control, governance arrangements and risk management processes operate	4
What financial management capability have the Board and Executive team (including the Audit Committee), the finance department and staff working outside finance	3
What training and continuous professional development in financial management is provided to staff both within and outside the finance team	3

The second theme considered was in the area of Financial monitoring and forecasting

<b>Question</b>	<b>Level (1 – Inadequate, 2 – Basic, 3 – Adequate, 4 – Professional, 5 – Leading Edge)</b>
What is the quality, accuracy and timeliness of the organisation’s financial management	3

and forecasting information, including information on income, expenditure, cash flow and working capital	
How are appropriate financial and non-financial indicators covered within the monitoring and forecasting reports such as operational reports, Board reports, management accounts, external accounts and business plans	3
What is the quality of the financial management, operational performance management systems, including the transactional processing systems	3

The above is the recommendation of the Audit Committee. This can be re-evaluated in 12 months. Cllr. Gillian Coughlan noted that it should be outlined to the C&AG that there are inbuilt limitations within the model and that CETB is working within constraints. Cllr. Chris O’Leary stated that the composition of Boards needs to be taken into consideration. Sheila Quill advised that one composite report will be produced for the five ETBs. Section 2.7 of the report does allow for some questions to be changed that are not relevant to some sectors. A framework to improve financial reporting is welcomed by CETB.

The Board accepted and approved the recommendation of the Audit Committee. A report will be distributed to any absent members.

<b>MINUTES</b>
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The Board, on the proposition of Cllr. Chris O’Leary, seconded by Mr. Rob Bateman, adopted the minutes of the previous ETB meeting held on 21<sup>st</sup> June 2018 (**copies herewith**).

<b>EXECUTIVE REPORT</b>
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The Board, on the proposition of ,Mr. Ger Looney seconded by Cllr. Christopher O’Sullivan approved the adoption of the CE’s Report, incorporating the Education Report, Finance Report and the Capital Report (**copy herewith**).

- **Item 7 – New Apprenticeships** – Cllr. Kay Dawson asked for information in relation to the Property Services apprenticeship. Mr. John Fitzgibbons advised that this service includes auctioneering and was developed by the City of Dublin ETB and is being administered through the Cork College of Commerce. It began in September and the class is full.

- **Item 15 – The Crawford Art Gallery** – Suzanne Mullins advised that the OPW has commissioned reports on the building. The title of the building is now an issue. The OPW has given CETB access to their expert in terms of the land registry and requests have been made for the reports in the building. The OPW are to draft a letter of comfort that they are committed to taking over the building. Mr. Declan O’Leary asked if there was a cost to CETB. Suzanne Mullins advised that no there was not cost and CETB still owns 80% of the collection.
- **Item 18 – Procurement** – The CE referred to the recent Irish Examiner article and advised members that the details that appeared in the article were indeed taken from CETB’s Statement of Internal Controls which was brought to the attention of the Audit Committee and the C&AG. Sheila Quill advised that all items were self-declaration. All items were procured correctly but where aggregated across all schools, colleges and centres, the limit exceeded €25,000. This situation will occur next year also. Cllr. Kay Dawson stated that local businesses need to get to grips with the tendering system and frameworks and market engagement needs to be looked at.

<b>CORRESPONDENCE</b>
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The Board, on the proposition of Cllr. Gillian Coughlan, seconded by Cllr. Christopher O’Sullivan, adopted the DES, ETBI, SOLAS and General Correspondence as presented **(copies herewith)**.

<b>MINUTES OF BOARDS AND COMMITTEES CONFIRMATION</b>
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The Board, on the proposition of Cllr. Chris O’Leary, seconded by Cllr. Kay Dawson, confirmed the documents as outlined in the list submitted by the CE **(copy herewith)**.

<b>AOB</b>
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- The CE referred to his pending retirement and took the opportunity to thank the Board and staff for their support over the years. There are great team members within CETB. He advised that he will inform the DES after today’s meeting. Mr. Declan O’Leary, Acting Chair, stated that the Board collectively thanked him for the manner in which he has dealt with members throughout their tenure. Cllr. Christopher O’Sullivan stated that the CE’s accessibility was incredible, and he was always available, no matter the situation. He congratulated him on a fantastic service. Cllr. Chris O’Leary, Ger Looney, Denis Kirby, Cllr. Gillian Coughlan and Cllr. Kay Dawson echoed these sentiments and thanked the CE for the service he gave to the VEC and ETB.
- The CE informed members that following today’s meeting he would be writing to Cork City Council advising that as Cllr. Laura McGonigle has been absent from

meetings of the Board held during a six-month consecutive month period. He will be seeking a replacement nominee.

- Ms. Pearl Nolan asked if it is CETB's intention to move Adult Education services into the Old Technical school in Fermoy. John Fitzgibbons advised that yes, the intention was to move the service this year but due to the delays with the building at Coláiste an Chraoibhín the service will not be able to move in until 2019. Youthreach services will also move to this premises.
- John Fitzgibbons referred to the recent issue in McEgan College regarding a group of students who were not told on registration that they would need to pay fees. This group of students will not be in a position to raise these fees. He advised that with SOLAS's agreement these students, if they are VTOS eligible will be allowed to complete the course.

<b>DATE &amp; VENUE OF NEXT MEETING</b>
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The next meeting will take place on Thursday 22<sup>nd</sup> November at 4.30pm.

**THIS CONCLUDED THE BUSINESS OF THE MEETING**

**SIGNED:** \_\_\_\_\_  
*Chairman*

**DATE:** \_\_\_\_\_